



Parochial Church Council

Minutes of a Meeting held on Monday September 16th, 2013

Present: Fr Philip Chester (PC) (Chair), Maria Gayle-Rogers, (MGR), Fr. Peter Hanaway (PH), Grace Hoskin (GH), Tamara Katzenbach (TK), Jane Kennedy (JK), Lee Lieske (LLk) , Liz Lyle (LL), Eithne Risner (ER), Hilary Rowland (HR), Rachel Whittaker(RW) Steve Willis (SW) ,Toby York (TY).

Ross Meikle (Pastoral assistant) was in attendance.

1 Apologies

Apologies for absence were received from: Jonathan Aitken,(JA), Kate Barlow (KB), Alastair Calcutt (AC), Sue Lowson (SML), Sebastian Lyle (SL), Emily Norman (EN).

Ross Meikle, Pastoral Assistant, was welcomed to the meeting.

2 Minutes of the Meeting held on July 10th, 2013.

The minutes were agreed and signed as a true record of the meeting.

3 Matters arising

3. TY to contact Westminster City Council re s.106 funds for community infrastructure. PC had been to a meeting with a Westminster City Councillor but no application had yet been made for funds. The church's neighbours had indicated that they would object to the planning application as the plans included use of their property. A separate planning application had been submitted to the City Council for the tree in front of the church to be pollarded; an arboriculturalist's report was required.

Action: PC/TY to organise report prior to pollarding.

8. TY to arrange fire risk assessment. The fire risk assessment had been completed and TY was awaiting the inspection report.

9. Printing of mission statement. Printing would be arranged.
Action: PC to arrange printing of mission statement

10. MGR to arrange the Revue Evening. MGR had started arranging the evening; more publicity was needed.

11. PC to meet LL to discuss policy statement re Foodbank.

A meeting would be arranged with LL on Foodbanks and related issues such as Fairtrade.

Action: PC & LL to meet re Foodbank etc.

Additional issues raised:

- **Great Peter Street entrance.** The intention of opening the Great Peter Street entrance had been raised at the last meeting. TY reported that this would be discussed at the next Conference Centre Board meeting as there was a related security issue; more staff would be needed.
- **Removal of church pulpit.** PC reported that church suppliers would like the pulpit and a faculty was required for removal of the pulpit.
Some PCC members and asked if the pulpit could remain without the steps and be used for displaying flowers etc. a faculty was required for removal of the pulpit.

4 Report of the Parish Priest

- St Matthew's School – Liz Lyle had been appointed a Governor and interviews for the new Headteacher would be held in October.
- Lydia Bauman was keen to give talks about art to the church community and suggested doing a talk about Lowry on 14 October.
Action: HR agreed to liaise with Lydia on the art talks.
- Commitment campaign – Commitment Sunday would be 24 November and a series of sermons would be given on preceding Sundays by PH and Fr. Peter Hyson.
- Parish Administrator – as Lisa Martell was leaving St Matthew's after many years' service, the Standing Committee had concluded that there was a need for a full time parish administrator. This post could be filled by a volunteer on a temporary basis until the post had been recruited.
- Pastoral Assistants – Raymond Baudon would start on Tuesday 17 September.
- Patronal Festival – plans were in hand for the festival.

5 Financial report

TY reported that there had been no major changes in the financial situation since July. The financial position was generally good and better than in 2012. Before August, the Conference Centre had had its best three months ever. TY hoped that an interim payment would be made to the PCC. House bookings were in line with those of 2012, planned giving was up on 2012 and money was owed from Gift Aid. TY reminded the PCC that there was a need to start building up financial reserves to prepare for paying a larger proportion of the Common Fund from 2014 and for maintenance.

The Friends of St Matthew's had about 300 members and more events were needed. A wine tasting evening would be organised. LLk suggested that the Friends could have a Facebook page.

6 The Greatorex Trust

In her will, Marguerite Greatorex left her flat to the PCC with a life interest to Loraine Miller. The effect of this was that the PCC would take possession of the flat some decades hence. Loraine indicated that she was willing to relinquish her life interest on the condition that the PCC agreed to keep the assets of the estate and/or proceeds of any sale of assets in a separate trust, independent of the PCC. Loraine believed that this was the best way to honour Marguerite's intentions (her estate would be used for the life and mission of St Matthew's) whilst protecting the interests of the PCC.

Following the last PCC meeting, when the PCC had agreed to discharge the liabilities of the estate, it was reported that the will had been varied before the end of August.

PC had researched the implications and legal position regarding Loraine's decision and concluded that an independent trust of which the sole purpose would be for the benefit of St Matthew's, Westminster, was the best option. Loraine was willing to sign away her life interest on this basis.

PC proposed that the Trust would be administered by three trustees comprising:

- The Vicar of St Matthew's, Westminster (ex-officio)
- Loraine Miller (for her lifetime)
- Bishop Graeme Knowles

The Trust would be registered with the Charity Commission and be managed as follows:

- It would receive grant applications from the PCC.
- It would have its own bank account.
- It would be an unrestricted trust for the benefit of the PCC so that usage of funds was not limited to a specific activity.

On Loraine's death, the assets of the Trust would pass to the PCC, following probate.

The PCC **resolved** to transfer the assets and/or proceeds of sale of assets from the estate of Marguerite Greatorex to which it is entitled to an independent trust to be set up for its sole benefit. This motion was proposed by PC, seconded by GH and carried unanimously.

7 Rotas

7.1 Rota management

PC said that clear instructions were needed for each role included in the church rotas.

It was agreed that two people were needed for welcoming duties for safeguarding purposes.

GH listed the team leaders for each role:

Servers – Edward Barlow

Readers – Fr Peter Hyson

Intercessors – PH

Coffee – GH and Nadine Cayzer

Welcoming - position not filled

It was noted that people who were welcoming should arrive earlier than they had been. With Lisa Martell's departure, there was also a need for people doing the coffee to arrive earlier enough to make the coffee.

Guidance was needed for the numerous duties undertaken by the laity at services.

Action: PC and PH would devise the guidance for service duties.

7.2 Junior Church

LL reported that quite a large number of children were coming to Junior Church. LL had two issues:

1. Two streams of activities were needed for younger and older children.

Action: LL would discuss two streams of Junior Church activities with Edward Barlow and RM, and present a report at the next PCC meeting.

2. How could older children become involved in the main service?

PCC members suggested the following activities which children could do: reading a lesson, 'boat boy/girl', activities involving the Guild of St Nicholas such as a presentation and music.

7.3 Catering

There was now a need for a team of volunteers to help with catering given the large amount of entertaining/hospitality which is done. The new administrator's role could include co-ordinating the catering.

Action: GH and ER to discuss future arrangements for catering.

8 Just Festival Westminster

Raymond Baudon, new Pastoral Assistant, had been the chair of the board of 'Just Festival' in Edinburgh. This was a festival with a wide variety of events with a Christian basis. He was willing to organise a similar festival in Westminster in June/July 2014. PC had been in touch with the festival director and the festival Board had agreed for St Matthew's to use a similar title, 'Just Festival Westminster'. Raymond had already started researching possible partners for the festival through visiting organisations based in the parish and had produced an initial paper on the festival. Raymond would be asked to present a paper on the Just Festival Westminster at the next PCC meeting.

Action: PC to ask Raymond Baudon to present a paper on the festival at the next meeting.

9 Any other business

9.1 – Intercessions. MGR noted that full names of those in need were not always read out during the intercessions. Guidance was needed on the format for intercessions. PC and PH would produce guidance. (See item 7.1)

9.2 – PC had met the manager of Tesco recently and had a useful discussion about local community cohesion.

9.3 – ER requested some extra help with the garden for refilling pots etc.

Action: PC to put a note in the bulletin help ER with gardening.

10. Dates of future meetings

The next meeting will be held on Wednesday November 20th.

Summary of action points:

3. PC/TY to organise report prior to pollarding.

4. HR agreed to liaise with Lydia on the art talks.

7.1 PC and PH to devise the guidance for service duties.

7.2 LL would discuss two streams of Junior Church activities with Edward Barlow and RM, and present a report at the next PCC meeting.

7.3 GH and ER would discuss future arrangements for catering.

8. PC to ask Raymond Baudon to present a paper on the festival at the next meeting.

9.3 PC to put a note in the bulletin help ER with gardening.